

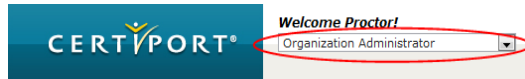
IT Director – Quick Reference Guide (Certiport Online Exams)

A Certiport Online Exam shortcut must be added to the desktop of each computer that will be used to deliver any of the following exams: Microsoft Technology Associate®, Autodesk®, Adobe Certified Associate®, CompTIA Strata®, IC3®, QuickBooks®, and HP Accredited Technical Associate.

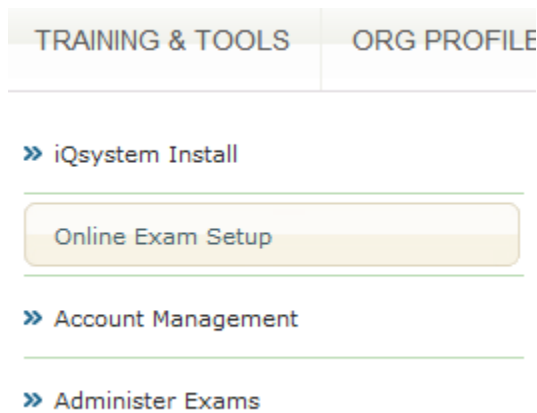
Before installing, [click here](#) to review Certiport's Technical Requirements.

Create Shortcut to Launch Online Exams

1. Log into Certiport.com. If you do not have a login, **Register** at Certiport.com, then obtain the appropriate role rights from your director.
2. Select the **Organization Administrator** or **Organization Member** role.



3. Select the **Training & Tools** tab and click **Online Exam Setup**.



4. Click the **Create Shortcut to Launch Online Exams** button and continue with the steps that follow on the page.

Create Shortcut To Launch Online Exams

Use the following steps to create a desktop shortcut that can be used to launch online exams.

STEP 1. Select the Testing Center to be used for the online exams.

Testing Center:
90005535 - Certiport Test Account

STEP 2. Select the default user-interface language.

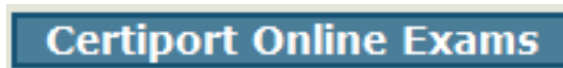
Default language:
English

STEP 3. Select 'Generate Link' to create the desktop shortcut.

[Generate Link]

STEP 4. Drag the shortcut to your desktop.

5. **STEP 1.** Verify that the appropriate center is selected.
6. **STEP 2.** Select the default language for the user-interface.
7. **STEP 3.** Click the **Generate Link** button.
8. **STEP 4.** Drag the blue shortcut button onto the desktop.



9. When completed, you should have a shortcut on your desktop that is labeled "Certiport Online Exams."



10. Double-click the shortcut to verify. A log-in screen will appear in the browser.
11. Click on **Close** to return to the Install screen

Install Browser Lockdown

(Not Required for Mac)

1. Click on **click here** to begin the download.
2. **Save** the file to your desktop.
3. After the download is complete, **run** the file to begin the installation.
4. Follow the additional steps to complete the installation.

Add Certiport as a Trusted Site

(Not Required for Mac)

1. **Open** Internet Explorer's Internet Options.
2. Select the **Security tab**.
3. Select the green checkmark for **Trusted Sites**.
4. Click **Sites**.
5. **Uncheck** the "Require server verification (https:) for all sites in this zone".
6. In the "Add this website to the zone" field, enter ***.certiport.com** and click **Add**.

Run the Diagnostics Check

1. Click the **Run Diagnostics Check** Button
2. Make sure the correct center is selected
3. Click **Run Configuration Check** to see if everything was setup properly

Certiport Contact Information

Certiport Support: 888.999.9830 x 9

On-Boarding and Training: 888.999.9830 x 6